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REF: 5-7591

MEMORANDUM FOR: Acting General Counsel
 Director Security
 Auditor-in-Chief
 Comptroller
 Chief, Logistics Office
 Chief, Medical Staff
 Chief, Project Administrative Planning Staff
 Chief, Management Staff

SUBJECT: Career Development of Junior Personnel

REFERENCE: (A) Agency Notice No. [REDACTED]
 (B) Memorandum of 5 August 1974 from
 Acting Deputy Director (Administration)
 in re: Subject Above.
 (C) Memorandum dated 12 August 74

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1. Since the distribution of Reference (B) on 5 August, there has been enough experience with completed applications within the Deputy Director (Administration) complex to permit certain observations that may be of assistance to each component in preparing its cases for submission to the DD/A Career Service Board.

a. Because of what might best be described as "logistical problems," no completed applications for the JPD Program were presented to the last meeting of the Career Service Board, held on 18 August. Final procedures for selection and testing of candidates had not been established by that time, and even at present they are still fairly fluid. However, we are planning to present completed cases to the next meeting of the DD/A Career Service Board, tentatively scheduled for Friday, 17 September 1974.

b. Of the eight applications received for the Program in this office to date, less than half have contained an actual Career Development Plan, as required by Reference (A), and as set forth at the head of page 1 of Form JT-802, "Application, Program for Career Development of Junior Personnel," under the heading marked "INSTRUCTIONS." It is requested that any applications forwarded from your office be checked to see if the applicant has submitted such a plan, together with an approximation of the time considered necessary to carry out each phase of the program. The actual Career

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Development Plan may be submitted as an attachment, in triplicate, to the formal application, and need not be compressed within Section 4 of the application form, which should concern itself solely with advantages to the Agency and the individual in carrying out the plan.

c. Less than half of the applications submitted thus far have contained evidence that the training requirement has been met. It is now clear that in cases where the requisite training courses are not presented in support of his application, the applicant must indicate his willingness to take the training required, with the understanding that any final selection for the program must be either completed or well in progress prior to mid-December of this year for him to be eligible for selection in the first quarter. Additionally, his supervisor and office head must realize that where there is such a training deficiency, their applicant cannot fully qualify until he has met this requirement. Job experience cannot be substituted for formal training.

d. Within the SO/A area, successful completion of the so-called Basic Intelligence Course, Part I and Part II will suffice to meet the requirement. This course, taught at Alcott Hall and once known as the BIC(I), requires a total of eight weeks. Part I takes three weeks, and Part II five weeks, with the next course starting on Monday, 1 November 1954 and ending during the first week in January, 1955, the extra time being accounted for by Christmas, where a break has been built into the present course. Applications for this training are made in the normal fashion, on a training request, in triplicate, and must be received in this office no later than Monday, 11 October 1954. It should be indicated under "Remarks" on the training request, that this training is being asked for to comply with training requirements under the JED Program. A previous exemption from Part I of the BIC for personnel with two or more years of service in the Agency, which was described in Reference (C), has been withdrawn by the Office of Training, and everyone needing training must take both parts of this offering.

e. Your attention is invited to the need for consistency between recommendations of supervisors and current Personnel Evaluation Reports or supervisory statements on Career Service Questionnaires. In the final selection phase, all available personnel records will be consulted on each applicant, at which time comparison between opinions will be inevitable, and, where inconsistencies exist, could prove embarrassing.

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1. So that there may be time to request and obtain necessary personnel records, and in order that this office may have time to become familiar with the details of each case, it is requested that you have completed applications for the JCD Program in our hands no later than Wednesday, 17 September in those cases you wish to have considered by the ES/A Career Service Board at the tentative 17 September meeting. Because of the relative infrequency of Career Service Board meetings, this next one is the last that will allow full consideration of applications by the Board prior to the closing date for applications to the RHC on 11 October.

2. I will be glad to work with you on the solution of any problems that arise in connection with the submission of applications for this program. I can be reached on extension 737.

[REDACTED]
Special Assistant to the
Acting Deputy Director (Administration)

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cc: [REDACTED] Ch/JOTD/OTR

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SA-DD/A:JAC:dlc (30 Aug 54)

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